

Instructions for Completing Forms TC56 and TC31

- **TC56-16A - *Request for Funds***

Any Kentucky airport desiring funds for their airport development project must submit a completed TC56-16A (Request for Funds). This document is required each time an airport board desires funding for their future projects, both State and Federal. It would be useful to attach a copy of the Federal Pre-Application, when it applies. The Chairman of the Sponsor (airport board) should complete the form for each separate project(s).

- **TC56-15C – *Project Application***

After the State has issued its written commitment for the project requested in the **TC56-16A** and the financial amounts have been accepted by the board, the Kentucky airport must submit a completed TC56-15C (Project Application). This six-page document is required for each project, both State and Federal. It is to be completed in its entirety, and an official of the airport board as well as the board's attorney must sign the document. The original signed document will be maintained in the Kentucky Department of Aviation project file.

- **TC31-519 – *Standard Invoice***

Any Kentucky airport needing funds for vendor payments must submit a completed TC 31-519 (Standard Invoice). This form is required each time a request for payment is made, and should be completed in its entirety. Be sure that the items to be paid are fully described, and it is imperative to attach the proper documentation in order that we have a complete understanding of what the request entails.